

INVITATION TO TENDER

PROVISION OF INSURANCE BROKERAGE SERVICES AND COVERAGE FOR NIDCO'S GENERAL AND MOTOR VEHICLE INSURANCE PORTFOLIO

The NATIONAL INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED (NIDCO) wishes to invite suitably qualified and experienced Insurance Brokers for the Provision of NIDCO's General and Motor Vehicle Insurance Portfolio.

SCOPE OF WORKS

Key elements of work include, but are not limited to, the following:

Provision of Brokerage Services and Coverage of NIDCO's General and Motor Vehicle Insurance Portfolio and should include, but is not limited to the following:

- Providing expert advice to NIDCO in all areas of insurance including, but not limited to, training sessions.
- Providing advice on the Strategic Management of the insurance requirements of NIDCO including, but not limited to, the periodic review of all policies to ensure adequate coverage in keeping with the value for money metrics.
- Providing expert representation of NIDCO in all negotiations with insurers, underwriters and their agents.

ELIGIBILITY

This Invitation to Tender is open to all respondents who can demonstrate they have the experience, technical and financial expertise to provide the required services. Evaluation of proposals will be based on requirements including: Organizational Background, Financial Capability, Experience in undertaking Similar Projects, Qualifications and Experience of Key Staff, and Management and Implementation Strategy.

PURCHASE OF INVITATION TO TENDER (ITT)

Payment for the ITT is from **Monday 31st January, 2022** and must be made at any branch of the First Citizens Bank using the following information:

Bank: First Citizens Bank Limited
Independence Square
Port of Spain

Account Number: 1458435
Payee: National Infrastructure Development Company Limited

Upon payment of the non-refundable fee of TT\$1,500.00 at the First Citizens Bank, a copy of the receipt must be emailed to secretarytenders@nidco.co.tt along with an email address to whom the ITT should be sent.

PRE-SUBMISSION MEETING

Prospective Tenderers are invited to a Pre-Submission Meeting scheduled for **Wednesday 23rd February, 2022 at 10:00 a.m., via Zoom. (Interested/Prospective Tenderers are kindly asked to email secretarytenders@nidco.co.tt on or before 2:00 p.m. on Tuesday 22nd February, 2022 for Zoom details).**

SUBMISSION OF DOCUMENTS

The One (1) Envelope System will be utilized. Completed Technical and Financial Proposals must be submitted (One Original and Five Hard Copies and One Electronic Copy) clearly labelled:

addressed to: **RFP 2201/08– The Provision of Insurance Brokerage Services and Coverage for NIDCO's General and Motor Vehicle Insurance Portfolio**
Secretary Tenders Committee - National Infrastructure Development Company Limited (NIDCO)
The Atrium, 6B Don Miguel Road Extension, El Socorro Extension, EL SOCORRO 280603, Trinidad and Tobago, W. I.

and deposited in the Tender Box located in the lobby of NIDCO's offices on the Ground Floor, The Atrium, Don Miguel Road Extension, San Juan, Trinidad and Tobago, W.I. **no later than 1:00 p.m on Friday 25th March, 2022.**

Please note that the dimensions of the Tender Box slot are 4" High and 18" Wide.

Respondents are advised that the name of the company submitting the Proposal should be clearly marked on the envelopes.

Submissions will be opened publicly on the same day at NIDCO's Head Office. One (1) representative of the respondent may be present at the opening.

LIMITATIONS/RESERVATIONS

NIDCO will not be responsible for any cost incurred by any prospective respondent in preparing their proposal and reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by any respondent submitting a proposal.

NIDCO reserves the right to reject proposals received unsigned, in unsealed envelopes or with alterations or erasures not initialed by respondent/s.

Respondents are fully responsible for the submission of their Proposals and must satisfy themselves as to the nature of the project.

NIDCO does not bind itself to accept any Proposal. NIDCO reserves the right to negotiate with and/or make a counter offer to all compliant respondents.

Late submissions will NOT be considered under any circumstances.

CLARIFICATION OF THE TENDER (no later than Monday 14th March, 2022)

Enquiries, clarification, and further information regarding this tender shall be addressed to:

Secretary, Tenders Committee - National Infrastructure Development Company Limited
The Atrium -6B Don Miguel Road Extension, El Socorro Extension, EL SOCORRO 280603, Trinidad and Tobago, W. I.
Telephone: (868) 226-7900/ 674-5593 Email: secretarytenders@nidco.co.tt